



CITY OF SAN ANTONIO

P.O. Box 839966
San Antonio, Texas 78283-3966

ADDENDUM I

SUBJECT: REQUEST FOR QUALIFICATIONS "CONSTRUCTION MATERIALS TESTING ON IDIQ BASIS" DATED SEPTEMBER 26, 2012

DATE: OCTOBER 3, 2012

***THIS NOTICE SHALL SERVE AS ADDENDUM NO. I
TO THE ABOVE REFERENCED REQUEST FOR QUALIFICATIONS (RFQ)***

A. THE ABOVE MENTIONED RFQ IS HEREBY AMENDED AS FOLLOWS:

1. **RFQ Section V – SOQ Requirements, Tab E - Disadvantaged Business Enterprise (DBE) Program Requirements, page 6, is deleted in its entirety and replaced with:**

TAB E – DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM REQUIREMENTS:
Complete, sign and submit the DBE Good Faith Effort Plan for Federally Funded Contracts (DBE Form 1), and Letter of Intent for Federally Funded Contracts (DBE Form 2). Both forms are included under RFQ Attachment 3. Prepare and submit a Narrative Statement for Maximum Achievement of DBE evaluation points.

2. **RFQ Attachment 1, Respondent Questionnaire, Part C - Statement of Qualifications, "Experience and Qualifications of Key Personnel and Sub-Consultants, page 18, Items 1 and 1.I" are deleted in its entirety and replaced with:**

1. ***Prepare an Organizational Chart and a table showing, in alphabetical order by last name, the information requested in Items "a-k" below for each person on the organizational chart. Insert responses to Item I below after the table. These narrative responses should be in alphabetical order by last name.***

1. ***Narrative Description of Experience on Relevant Projects of similar scope. (Do not repeat descriptions of projects used in response to Experience of the Firm, #8 above. Simply cross reference to that response.)***

3. **RFQ Attachment 4 – Signature Page**, page 26 is deleted in its entirety and replaced with “RFQ Attachment 4 – Signature Page (Revised)” which is included as Addendum I – Attachment A.
4. **RFQ Exhibit A – DBE Program Overview and Requirements, DBE Goal**, page 28, add sentence after “THE DBE GOAL FOR CONSTRUCTION MATERIALS TESTING SERVICES UNDER THE PROFESSIONAL SERVICES AGREEMENT IS: 14.4%” to read:

“The NAICS Code Category is 541330 - Engineering Services.”

B. QUESTIONS RECEIVED BY CITY STAFF IN ACCORDANCE WITH RFQ SECTION VII ARE ANSWERED AS FOLLOWS:

QUESTION 1: Attachment 1, Respondent Questionnaire, Part C – “Experience of the Prime, page 17, Items 1 and 2” are requesting “Percentage of 2011 Revenue Derived from Other Lines of Business”. Is for fiscal year or calendar year?

Response: Use what best fits your business model but indicate whether the percentage shown is for a fiscal or calendar year.

QUESTION 2: Attachment 1, Respondent Questionnaire, Part C “Experience of the Prime Firm, page 18, Item #9”, states to list the City Department to which the services were provided. Does LAM count as a department? Or just CIMS, Public Works and COSA Aviation?

Response: LAM (Local Agency Managed) is not a department for the City. A listing of all City departments can be viewed on the City’s website <http://www.sanantonio.gov>.

QUESTION 3: Attachment 1, Respondent Questionnaire, Part C “Experience and Qualifications of Key Personnel and Sub-Consultants, page 18, Item #1” is referencing an organizational chart. What organizational chart is this referring to?

Response: See Addendum 1, Item A.2.

QUESTION 4: Attachment 1, Respondent Questionnaire, Part C “Experience and Qualifications of Key Personnel and Sub-Consultants, page 18, Item #1”, should we include all the technicians, or only list project managers and principals?

Response: Yes, include technicians.

QUESTION 5: Attachment 1, Respondent Questionnaire, Part C “Experience and Qualifications of Key Personnel and Sub-Consultants, page 18, Item #1.” states not to repeat projects used in response to Item #7 above. Should it be response to Item #8, instead of #7?

Response: Yes. See Addendum 1, Item A.2.

QUESTION 6: Do tables/charts or headers/footers count in the 1" margin rule? Or does that only apply to narratives?

Response: The 1" margin does not apply to tables/charts, and headers/footers within the 1" margin area are acceptable. An 11 x 17 page is acceptable for the one-page Organizational Chart with a minimum size font of 10 point.

QUESTION 7: On the Signature Page, does the term "Co-Respondent" refer to a joint venture?

Response: Yes. See RFQ Attachment 1 – Respondent Questionnaire, General Information, Item 1, page 14.

QUESTION 8: Does the City of San Antonio plan on awarding more than one contract?

Response: Yes. See RFQ Section X – Award of Contract and Reservation of Rights, Item A, pg. 11.

ADDENDUM I – ATTACHMENT A
RFQ ATTACHMENT 4
SIGNATURE PAGE (REVISED)

The undersigned certifies that (s)he is authorized to submit this Response on behalf of the entity named below:

Respondent Entity Name

Signature: _____

Printed Name: _____

Title: _____

(NOTE: If Response is submitted by Co-Respondents, an authorized signature from a representative of each Co-Respondent is required. Add additional signature blocks as required.)

Co-Respondent Entity Name

Signature: _____

Printed Name: _____

Title: _____

By signature(s) above, Respondent(s) is willing to sign the PSA in substantial form with the understanding that compensation and scope will be negotiated, and Respondent(s) agrees to the following:

1. **If awarded a contract in response to this RFQ, Respondent will be able and willing to execute a contract in the form shown in the RFQ, as attached and set out in RFQ Exhibit D, with the understanding that the scope and compensation provisions will be negotiated and included in the final document.**
2. If Respondent is a corporation, Respondent will be required to provide a certified copy of the resolution evidencing authority to enter into the contract, if other than an officer will be signing the contract.
3. If awarded a contract in response to this RFQ, Respondent will be able and willing to comply with the insurance and indemnification requirements set out in RFQ Exhibit D.
4. If awarded a contract in response to this RFQ, Respondent will be able and willing to comply with all representations made by Respondent in Respondent's Response and during solicitation process.
5. Respondent has fully and truthfully submitted a Litigation Disclosure form with the understanding that failure to disclose the required information may result in disqualification of Response from consideration.
6. Respondent agrees to fully and truthfully submit a Respondent Questionnaire and understands that failure to fully disclose requested information may result in disqualification of Response from consideration or termination of contract, once awarded.
7. To comply with the City's Ethics Code, particularly Section 2-61 that prohibits a person or entity seeking a City contract - or any other person acting on behalf of such a person or entity - from contacting City officials or their staff prior to the time such contract is posted as a City Council agenda item.